

RESTRICTED
Security Information

Attachment B

Dear Mr. :

This office has received a debt complaint from:

stating that you owe them \$_____. Their letter is on file in this office; a copy of our reply is attached for your information.

The Agency is not attempting to determine at this time whether this is a just debt, but it is concerned with assuring that its members maintain a good reputation in the community and honor their just debts.

For your information, Agency policy with respect to indebtedness of personnel is stated in Notice [REDACTED]

STATINTL

It is requested that you give this matter your prompt attention.

Very truly yours,

PERSONNEL RELATIONS BRANCH

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